



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Coordinator
Posting Number	PN# 102665
Department	Houston Airport System
Division	Human Resources
Section	Workforce Planning
Reporting Location	16930 John F Kennedy Blvd.*
Workdays & Hours	Varied, normally M – F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs recruiting and staffing duties for the Houston Airport System; facilitates the processing of Personnel Actions for divisions assigned; consults with managers on recruiting strategy; screens applications; conducts interviews; makes hiring decisions where authority has been granted; performs background investigations; conducts and prepares salary surveys; administers work sample exercises; responds to applicant inquiries regarding the selection process; attends job fairs and conferences; coordinates other activities related to the selection process. Develops functional job descriptions in compliance with ADA requirements and other local, state, and federal regulations; conducts job audits and analyses; and prepares statistical reports related to the selection/staffing process. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: applying specialized information; speaking clearly and effectively; adjusting to critical and demanding work; driving city vehicles to job sites; be able to lift up to twenty (20) pounds; preparing a variety of numerical computations; reading and interpreting a variety of policies and instructions; and dealing with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business Administration, Liberal Arts or a related field such as Human Resources.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional related experience. Professional experience in personnel work may be substituted for the education requirement on a year for year basis .

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Previous recruiting experience. Ability to deal tactfully with other professionals, co-workers, supervisors, management personnel and the public. Some knowledge of governmental structure and operations. Ability to communicate effectively both orally and in writing. Working knowledge of MS Excel, Word and Access. PHR or SPHR certification is desired.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24	
\$1,690.00 - \$1,961.00 Biweekly	\$43,940.00 - \$50,986.00 Annually

OPENING DATE FEBRUARY 2, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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